



Republic of the Philippines

COOPERATIVE DEVELOPMENT AUTHORITY

SPMC Compound, Friendship Road, Dumanlas, Buhangin, Davao City



Interested applicants may send their applications to r11.hr@cda.gov.ph

Documentary Requirements (scanned or photocopy):

- Application letter
Indicate specific item number & addressed to:

GLENN S. GARCIA, MGM
Regional Director

- Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
- Updated CV/Resume
- Transcript of Records / Diploma*
- CSC Eligibility Document*
- Employment Certificate/s*
- Training Certificate/s*
- Most recent performance rating**

*Must reflect AT LEAST the credentials that meet minimum qualification standards

**For government employees

Applications with incomplete documentary requirements will not be accepted.

Equal Employment Opportunity Principle

It is the policy of the CDA to strictly adhere to the principles of merit, competence, fitness and equality. Towards this end, it will implement a system that will create equal opportunities for advancement of all deserving employees of the Authority regardless of age, sex, sexual orientation, gender and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

NOTICE OF VACANCY

Position Title : **Cooperatives Development Specialist II**
Item Number : **CDAB-CODES2-358-2017**
Assignment : **Region XI Extension Office**
Salary Grade : **SG 15 (P 36,619.00)**
Status : **Permanent**

Qualification Standards

Education : **Bachelor's degree relevant to the job**
Experience : **1 year of relevant experience**
Training : **4 hours of relevant training**
Eligibility : **Career Service (Professional) Second Level Eligibility**

Duties and Responsibilities of the Position

| | |
|-----|--|
| 5% | 1. Under general supervision, monitor and assists in the development and implementation of cooperatives programs in the area; |
| 45% | 2. Perform the regulatory function of the office: <ul style="list-style-type: none">a. Conduct inspection and/or assist in the conduct of examination or investigation of cooperatives;b. Conduct validation of cooperatives applying for registrationc. Recommends the revitalization of non-compliant cooperativesd. Acts as resource person in the pre-registration seminar and other capacity building activities for cooperativese. Facilitate the collection of mandatory reports and issuance of COCf. Recommends cooperative approaches, techniques, guidelines and standards; |
| 45% | 3. Performs the developmental function of the office: <ul style="list-style-type: none">a. Facilitate in the networking and linking, project proposal preparation/identificationb. Recommends the dissolution proceedings to non-compliant cooperativesc. Represents the regional office with the partners in cooperative developmentd. Assists in the integration of cooperative development plan in the local planse. Prepare and update the profile of cooperatives;f. Provide technical assistance to cooperatives (mentoring, cliniquing and advisory services);g. Assists in the data gathering to facilitate research studies and other initiatives;h. Coordinates with LGUs and partners for cooperative developmenti. Promote and assist in the creation of Cooperative Development Office and capacity building thereofj. Organize/strengthen/rehabilitate the cooperative development councilk. Attend to invitation of cooperative activities in the area;l. Assists in promoting goodwill and public relations between the Authority and other agencies and nongovernment organizations/people's organizations, and the academe in the area; and |
| 5% | 4. Performs other relevant duties and responsibilities assigned from time to time. |

Posting Start Date : **January 11, 2024**

Deadline of Submission of Applications: : **January 21, 2024**

Republic of the Philippines
COOPERATIVE DEVELOPMENT AUTHORITY
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Date of Publication

11 JAN 2024

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the COOPERATIVE DEVELOPMENT AUTHORITY in the CSC website:

CSC - FO Office of the President

JOHN ZERNAN B. LUNA
HRMO

Date: January 11, 2024

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|----------------------|---------------------------------|-------------------|---------------------------------------|------------------------------|-------------------------------|--|-------------------------------|----------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Cooperatives Development Specialist II | CDAB-CODES2-358-2017 | 15 | 36619 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | n/a | Region XI Extension Office |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 21, 2024.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- 2. Performance rating in the last rating period (if applicable);
- 3. Photocopy of certificate of eligibility/rating/license;
- 4. Photocopy of Transcript of Records;
- 5. Duly accomplished CS Form No. 212 Work Experience Sheet which can be downloaded at www.csc.gov.ph;
- 6. Photocopy of Employment Certificates or equivalent documents reflecting the years of experience as stated in the PDS, or as required by the position applying for;
- 7. Photocopy of Training Certificates or equivalent documents reflecting the hours of relevant training as stated in the PDS, or as required by the position applying for; and
- 8. Position Description Form, duly signed document providing the duties and responsibilities in current agency/office/company, or equivalent document.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

GLENN S. GARCIA, MGM
Regional Director
SPMC Compound, Friendship Road,
Dumanlas, Buhangin, Davao City
r11.hr@cda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.